



## Parent Handbook

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All information in the Didsbury Preschool Society Handbook is subject to up-date and change!

# WELCOME TO THE DIDSBURY PRESCHOOL

The Didsbury Preschool is a not for profit society. Our preschool was established in 1978 by a very dedicated group of parents, whose purpose was to provide their preschool children with the opportunity to learn through constructive play and development of social skills prior to entering the school system. When you register your child here, the Didsbury Preschool becomes your school. Together we are building your child's first stepping stone in the pathway of education.

## **\* MISSION STATEMENT \***

**The Didsbury Preschool is a licensed, registered, not for profit organization that provides a supportive, safe and age appropriate learning environment for children three to five years of age.**

**The goal of the Didsbury Preschool Society is to provide a pre-k program where children can learn through play, thus fostering the academic, social, physical, and emotional development of the preschool child.**

## **PHILOSOPHY**

Our program is a "Learning and Succeeding Through Play" format. This means that through free play such as, but not limited to: water table, sand table, play dough, dramatic play, etc. and through structured play such as, but not limited to: stories, songs and our music program, gym days, crafts, worksheets and games the children learn early academic concepts, forming the basics for their journey to educational needs and discovering the world.

## **LICENSING REQUIREMENTS FOR CHILDREN**

Children must be a minimum of 36 months of age and must be potty trained. Pull ups and diapers are not allowed as children must be able to attend to themselves when using the washroom.

# REGISTRATION & FEE POLICIES

## REGISTRATION

Non-refundable: registration fee of **\$80** is required at the time of pre-registration for each child entering the preschool program, at any time during the school year. This includes the \$1 society membership fee. **This is non-refundable.** Should you choose to or need to withdraw your child after pre-registration, you do so at a financial loss. Registration Fee can be made be paid by cash, cheque, e-transfer, Visa or MasterCard.

**Please be aware there is a service fee for payment made by credit card.**

## WITHDRAWAL OF A CHILD

The preschool requires a one month written notice by the first of the month or a \$100.00/\$70.00 withdrawal fee, from you, if you decide to withdraw your child from the program at any time after the child is registered.

## SCHOOL CONFIDENTIALITY

*Personal Information Protection Act (PIPA)*

All parents including the Executive Board Members, as well as the Teacher and any Teacher Assistants will be asked that all activities and the operations of the Didsbury Preschool be kept completely confidential. This is to ensure the privacy of all children and their families attending the Didsbury Preschool. This ensures that every incident, activities, affairs and happenings, will not be discussed outside of the school. We appreciate your co-operation in this matter. For the privacy of your child and your family: All personal Information including all records (registration forms, portable records etc.) will be kept in a locked area on the preschool premises.

For information about PIPA, visit the Private Sector Privacy web site at [pipa.alberta.ca](http://pipa.alberta.ca).

**PLEASE KEEP ALL INFORMATION ON REGISTRATION RECORDS UP-TO- DATE!!**

## CLASS CANCELLATIONS & MAKE-UP CLASSES

Any classes that are canceled or cut short, whether due to teacher illness, severe weather, or other uncontrollable reasons, class will not be able to be made-up, due to licensing and insurance policies. You will however, be ensured 53 classes / 2 day per week program and 23 classes / 1 day per week program, with the exception of snow days.

**IF TEMPERATURES REACH -30` WITH OR WITHOUT THE WIND CHILL, OR IF CHINOOK'S EDGE SCHOOL BUSES ARE NOT OPERATING, DIDSBURY PRESCHOOL CLASSES WILL BE CANCELED.**

Please be sure to check daily temperatures as sometimes classes are cancelled at last minute due to temperatures.

Please be sure to fill out the email portion of your child's registration form. Email is used for receipts, newsletters, last minute class cancellations or up-dated preschool program information. Please be sure to notify, if any of your contact information changes.

# PARENTAL RESPONSIBILITIES

## PRESCHOOL FEES

### CLASS OPTIONS - Each class is 2½ hours in length:

2 days per week program at \$100.00/month.

Based on a minimum of 53 classes/year ~ **\$1000.00 per year.** OR

1 day per week program at \$70.00/month

Based on a minimum of 23 classes/year ~ **\$700.00 per year.**

**Preschool Fees are due at the beginning of the year for the entire year.**

**Fee Payment Options: “Monthly”, “Half Year” or “Full Year” payment plans for the convenience of the families. Monthly fees are due on the 1<sup>st</sup> of each month for monthly payment option, or on September 1<sup>st</sup> and February 1<sup>st</sup> for half year.**

Post-dated cheques for fees and fundraising, must be filled out, signed and turned in during “Orientation” to secure your child’s spot in the program.

Fee Payments can be paid by cash, cheque, e-transfer, Visa or MasterCard.

**Please be aware there is a service fee for payment made by credit card**

**Any unpaid fees by the 5<sup>th</sup> of the month will automatically be charged a \$45.00 late penalty, unless prior arrangements are made with the treasurer.**

If fees are not received in the current month, you may be asked to withdraw your child from the program and will still be obligated to pay any outstanding fees plus the \$100.00 withdrawal fee.

### **THERE WILL BE AN AUTOMATIC \$45.00 CHARGE ON ANY RETURNED CHEQUES**

**All fees are based on a year total: therefore the month fee of \$1000.00 or \$70.00 will remain the same regardless of the number of days a child attends or the number of class days due to holidays, school closures etc.**

The fee for a child registered and entering the program mid-month will be calculated based on the number of days left in the month for the remainder of the month at a rate of \$17.50 per day or monthly fee, whichever is less.

## ARRIVAL & DEPARTURE

### Class Times Operate as Follows:

**Morning Classes:** 8:45 a.m. to 11:15 a.m. **DROP OFF: not before 8:45 a.m.**

**Afternoon Classes:** 12:30 p.m. to 3:00 p.m. **DROP OFF: not before 12:30 p.m.**

Preschool begins the first Monday/Tuesday after September 15<sup>th</sup> each preschool year.

The teacher is at the school up to 15 minutes before class begins and for up to 15 minutes after class. Drop off period is the first fifteen minutes of class. Do not bring your child before 8:45 am or 12:30 pm. Please pick up your child promptly at the end of class, as children tend to get anxious or up-set if their pickup person is late and their friends are gone.

In cases where a parent is continuously late picking-up their child, a charge of \$5.00/15 minutes may be applied.

# PARENTAL RESPONSIBILITIES “CONTINUED”

## SIGN-IN & SIGN-OUT SHEETS

**OUR POLICY & LICENSING REQUIRES:** The preschool to have the children signed-in and time stated upon arrival and signed-out and time stated, upon departure, for each child. Only authorized people listed on the registration form, will be allowed to pick up your child. Authorized persons must be a minimum of 16 years old to pick up your child. The sign-in/sign-out sheets are located in the entrance of the school on the (yellow) sign-in center. Please advise the teacher of any changes throughout the year.

**PLEASE BE SURE TO SIGN-IN & SIGN-OUT YOUR CHILD.**

## ABSENTEEISM, COMMUNICABLE HEALTH RISKS & ACCIDENTS

If your child will not be attending school, please contact the school to advise the teacher.

If your child has contracted a communicable health risk, such as chicken pox, pink eye, measles or others such as head lice etc.: **You must advise the teacher and your child is not permitted to attend school until notified by health professional that they are able to return.**

**We are a “Stay Well School”, children who are sick with colds and flu including coughs and runny noses, should be kept home from preschool.** This prevents illnesses from being passed back and forth between children. Your child is to be absent from the program until he/or she is well and in cases of communicable health risks, you are notified by your physician or health authority, that your child is able to return.

**IN CASE OF ILLNESS:** If your child comes to the preschool and appears not well, your child will be supervised by a primary staff member in another room, away from the other children and you will be notified to return to the school immediately to retrieve your child. We are a stay well program cannot allow for the other children in our program to be at risk.

**IN CASE OF ACCIDENT OR INJURY:** the Didsbury Preschool will ensure your child be provided with medical attention in the form first aid by a certified staff member. The child will be care for by the staff member until he/she is picked up by the parent or guardian or the child is given medical attention by a doctor or other health care professional (ie: paramedic, EMT etc.) Any incidents requiring medical attention, will be reported to: the parents on the same day of the incident and the licensing officer or regional office within 2 working days  
The Didsbury Preschool Society staff will allow for the provision of health care to a child only with the written consent of the child’s parent/guardian (as stated on the Didsbury Preschool Registration Form). The health care provided will be in the nature of first aid by a qualified staff member.

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## LABEL ALL ITEMS

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Please, label all of your child's personal belongings, including clothing, lunch boxes, back packs and shoes. It helps the teacher, educational assistants and duty parents to locate items and prevent tears. Mable's Labels are great for all your labelling needs.

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## PROGRAM & LICENSING REQUIREMENTS

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### PARENT HELPER & SPECIAL DAY

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- 1) Our policy & as required by licensing for our program, children must be 3 to 5 years of age and potty trained. Potty trained being: able to attend to themselves when using the washroom facilities.
- 2) Licensing requires two adults in attendance at all times: the teacher and another adult (parent helper). The Educational Assistants in our classes are working directly with specific children and **do not count as the second adult in the class.**
- 3) Your child's name will be listed on the monthly calendar during the school year (approximately 5 to 6 times during the year). This will be your parent helper day. Names will be rotated through each month in order for all classes to be covered and each family to have as close to equal program helper days. The monthly calendars will be posted at the sign in center and copies emailed to the parents, up to three months in advance, allowing families to make arrangements for their required help days.
- 4) Parents helping at the preschool require a vulnerable sector/criminal record check. A letter to take to the RCMP to attain yours will be in your child's registration package. Please have it completed to be handed in at Orientation.

**Please Note:** If you are unable to help on the day(s) you are assigned you must let the Preschool Board know 48 hours in advance or you will be charged \$45 to pay for a licensed childcare worker to replace you on short notice.

UNFORTUNATELY: ABSOLUTELY NO SIBLINGS ARE ALLOWED TO BE IN ATTENDANCE DURING YOUR PARENT HELPER CLASS, THIS INCLUDES NURSING BABIES.

LICENSING REQUIRES THE HELP OF A SECOND INDIVIDUAL IN CASE OF AN EMERGENCY.

The "Parent Helper" duties are posted on the cupboard door in the front entrance of the preschool. "Parent Helpers" will assist the teacher with crafts, snack time and assist with the children as needed. No cell phones are permitted in the main play area. Please take this opportunity to enjoy your time with your child and their friends.

**"SPECIAL DAY"** On these days, your child is encouraged to bring **ONE (1)** item; toy or other personal item, from home to share as "show and tell" during "Circle Time"

## SNACK-TIME

APPROXIMATELY 10:15 AM / MORNING CLASSES AND 2:00 PM / AFTERNOON CLASSES

Each child is to bring his/ her own nutritional snack. Snack, should consist of two food group items from the Canada Food Guide (see page 7 of this handbook) Drinks must be juice or milk – NO POP or KOOLADE. Water is available for the children, at all times.

## FOOD ALLERGIES

### OUR SCHOOL IS A PEANUT, NUT & PEANUT PRODUCT AWARE FACILITY

**PLEASE DO NOT SEND:** items listed as, “may contain” or “contains” nuts, peanuts or peanut products to school with your child!

Some of our students have life-threatening allergies to a variety of nuts (typically, but not only peanuts). The only way we can ensure a safe environment for these children is to try and make our school NUT-AWARE (we cannot guarantee a completely allergen free environment) We ask you try and send food items that do not contain nuts/peanuts.

If your child has other allergies, food or other, please be sure to list them on your child’s registration form. A list of food allergies will be posted on the door and reminders sent home. Should an allergy arise during the year, with any child, teacher or educational assistant, an Allergy Alert letter will be sent home notifying each family of item of concern and a request that children do not bring these items to class.

## CANADIAN FOOD GUIDE.

### Recommended Number of Food Guide Servings per Day

	Children			Teens	
	2-3	4-8	9-13	14-18 Years	
	Girls and Boys			Female	Male
<b>Vegetables and Fruit</b>	4	5	6	7	8
<b>Grain Products</b>	3	4	6	6	7
<b>Milk and Alternatives</b>	2	2	3-4	3-4	3-4
<b>Meat and Alternatives</b>	1	1	1-2	2	3

**JUST A REMINDER:** Please send your child’s snacks in **labeled and reusable containers**. Please do not send pop, koolade or other such items.

**PLEASE: DO NOT SEND TETRA JUICE BOXES**, (ready juice boxes)

**We encourage only reusable containers at preschool.**

Water from a cooler is available at all times.

# PROGRAM & LICENSING REQUIREMENTS ~ CONTINUED

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## ALLERGIES

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It is the responsibility of each parent to notify the school of any allergies your child may have. Please be specific, especially with food allergies when filling out the registration forms. In some cases where a child has severe food allergies, we may recommend all parents not send those foods with their children for snack.

Licensing policy is: The **Administration of Emergency Medications** such as rescue inhalers and Epipens etc. will only occur with the written consent of the parent or guardian, where the medication is in its original labeled container and only according to the labeled directions. The Didsbury Preschool staff will ensure a record of the name of the medication administered, the time the medication was administered, the amount of medication administered as well as the initials of the person / staff member whom administered the medication is kept on file. In such cases the medication must be kept in a locked container that is inaccessible to children or your child must wear a fanny pack and keep his/her medication on their person while at school. We are not permitted to have such medications left in the children's back pack, etc.

**\*WE DO NOT ADMINISTER ORAL MEDICATIONS OF ANY KIND TO THE CHILDREN.\***

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## THE HEALTH OF OUR CHILDREN

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The policy of the Didsbury Preschool Society is there is to be absolutely: **NO SMOKING** on or with-in 30 meters of the Didsbury Preschool property, at any time whether children are present or not.

**This is strictly enforced by the Didsbury Preschool, as well as the town of Didsbury and the Government of Alberta to include: all staff, support staff, volunteers, family, friends and all persons.**



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## FUND-RAISING

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Fundraising is a very important aspect of the Preschool's Budget. In order to keep our monthly fees affordable for all families, yet maintain a safe, enjoyable and licensed environment for our children, the Preschool must generate revenue from other sources.

We have applied for and been approved for a Casino at which time all of the other fundraisers will be optional but we will require parent help to fill positions for the casino.

The preschool participates in four guaranteed fundraisers during the school year as well as continuously looking for others. Time Lines and Fundraisers subject to change.

**"Mable's Labels"** which continues all year, get yours before school starts – an easy and great way to label all of your child's belongings, **"English Bay Cookie Dough"** September with school start. **"Farm to School"** December – Farm fresh veggies for your family and to support our local food bank. **"Annual Fun Money Casino"** March or April each year. This event includes dinner, fun money casino with fun money, dance, mid-night lunch, raffles & silent auction! Presale tickets are available in December. **"Prairie Crocus Flower Baskets"** in March and available for May long weekend.

We ask that all families participate in our fundraising efforts help to meet our yearly budget financial goals and we are always looking for more parents to help on the fundraising committee!

The preschool requires, two - \$100 post-dated cheques dated for January 1<sup>st</sup> and June 1<sup>st</sup> of the school year. Cheques will be returned to you upon participation of our fundraising efforts or cashed if you chose not to participate in our fundraisers.

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## SCHOLASTIC CANADA BOOK CLUB

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Families will be able to purchase age appropriate books for their children, through the monthly, **Scholastic Canada Book Club**. All purchases by families count as credit towards a pre-set total, once the school reaches the pre-set total order value, we are eligible to purchase books and learning tools for the school at no charge. This program enables us to increase our library which benefits your child's learning experience. This is a wonderful program for our school.

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## HOLIDAYS

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The Didsbury Preschool tries to follow Chinook's Edge School Division Yearly Calendar, with the exception of Start-up, Christmas Break and Year-end. When Chinook's Edge School Division schools have holidays so will the Didsbury Preschool. Christmas Break tends to be up to 5 days longer for the preschool. Please follow the preschool calendar and monthly news letter for holidays each month.

## CLASS EQUALIZATION

When there is no school due to stat holidays, example: on Monday, classes will not operate on Tuesday, as part of our class equalization policy. This will be the same for any holiday. This is to ensure equal days per class regardless of the class a child is registered in. We follow the Chinook's Edge calendar, there for when the other school have no classes neither will the Didsbury Preschool.

**E.g.:** Thanksgiving, Fall Break, Remembrance Day, Semester Break, Easter/Spring Break, etc.  
*With the exception:* Christmas Break which tends to start a little earlier first Monday after December 15<sup>th</sup> for the Didsbury Preschool, after our Family Christmas Party.

## SAFETY & EMERGENCY PROCEDURES

Each child must have **indoor footwear (not slippers)** for both safety reasons and in case of an emergency exit from the building. Sneakers are recommended as they are required for "Gym Days"

**FIRE DRILLS** will be practiced monthly, throughout the school year. In case of an emergency the parent helper and Educational Assistants are to exit first; followed by the children, and lastly the teacher after making sure all of the children are safely out of the building. All parents must be familiar with emergency procedures.

**A MAP IS POSTED ON THE EAST EMERGENCY EXIT DOOR; PLEASE TAKE TIME TO BECOME FAMILIAR WITH IT.**

Our Policy is: In the case of emergency evacuation, program closure due to an emergency, and intruder on the premises, a child removed from the program without parental/guardian consent, and injury requiring medical attention, a lost or left child on the premises after operating hours will be reported to licensing staff.

In the case of **EMERGENCY EVACUATIONS** children will be escorted by the teacher/staff and other adults to the Didsbury Complex Multipurpose Room where parents will be notified to pick up their children. The teacher will have The Portable Off-Site Information Cards with her at all times when classes/children are not on the school premises for any reason.

## SPECIAL EVENTS

### FIELD TRIPS

The children will be taking a number of field trips throughout the year. A general permission form is on the registration form to be filled out and signed when registering. A specific field trip permission form will be sent home only at the parents/ guardians request. Please be sure your child is properly dressed for the weather on the field trip day as the children will usually be walking to their destination, unless other arrangements have been made, for which parents will be notified. We always try to notify families of field trips in advance, either via the monthly schedule or the phone tree. However, sometimes field-trips may be canceled, changed or booked at short notice. Please be understanding if this happens, as the field-trips are booked at the convenience of the businesses we visit. **As stated on the "Registration Form": Off-Site Information Cards are taken on all Off-Site Activities or Emergency Evacuations.**

## SEASONAL PARTIES & CELEBRATIONS

Special parties will be held throughout the year to celebrate the various holidays including Halloween, Christmas, Valentine's Day, Easter and the "Year End Celebration & Graduation Party." With respect to different religious back- grounds the program does not include religious teachings, but reflects the festive air of the holiday. Parents are invited to all celebrations and will be asked to contribute pot luck snack items that suit the occasion.

We will assign parents as "Parent Helper" as close to their child's birth-date as possible. Parents are welcome to bring treats, as an after snack treat, to celebrate.

## COMMUNICATIONS

### MAILBOXES

Each child will have his or her own mail box. This is for their class room projects, newsletters, calendars, payment receipts, etc. It is the responsibility of parent / guardian to check their child's mailbox daily. **Your child's mailbox is the space above his/her name.**

### NEWS LETTERS & PARENT HELPER / SPECIAL DAY CALENDARS

The monthly newsletter and parent helper calendar is distributed by email by our teacher in conjunction with the Board. The newsletter will keep you informed of any up-coming events. Parents are welcome to contribute any interesting information. The newsletter will also communicate the points of interest from all meetings. The "Parent Helper" calendar will be posted in advance and may not contain all monthly information.



### CLASS PHONE LISTS & PHONE CONTACTS

A class phone list will be provided to the phone tree contacts, at the beginning of the year and it will include the parents and child's name and parent contact info including phone numbers. An updated list will be sent out as needed. Please be sure to let the teacher know if any of your child's information changes, ie: phone number, address etc.

**PLEASE BE SURE YOU HAVE PROVIDED THE PRESCHOOL WITH YOUR E-MAIL ADDRESS AS E-MAIL NOTIFICATIONS ARE SENT OUT FOR CLASSES/PROGRAM CHANGES OR NEED BE CANCELLED.**

The school has a phoning policy, which enables all parents to be notified by phone of pertinent information and short notice information, such as, class cancellations, unscheduled field-trips, etc. If you do not want your name, your child's name or your phone number listed be sure to check off the "do not list personal information" box on the registration form. Your information will be given to "Phone Contact" person, Board Members and Teacher only.

## PARENT BULLETIN BOARD & INFORMATION DRY ERASE BOARD

A parent's bulletin board is located on the Sign-In Center and the dry erase board on the East wall, in the main entrance. All current calendars, schedules and up-coming events will be posted on these bulletin boards.

Please take the time to read them daily.



### GYM DAYS at the ELKS HALL

Approximately, once a month, thanks to the generous donation of the Didsbury Elks, the preschool program is operated at the Elks Hall. We call this our "Gym Day" A day when kids can run, and play and build their gross motor skills. These days you will drop-off and pick-up your child at the Elks Hall. Please watch the monthly calendar for Gym Day dates.

The Didsbury Elks have been long time supporters of our program and have generously donate the rental of their hall to us, for our "Gym Days" free of charge for many years! Thank an Elk today!



### BOARD MEMBERS & MONTHLY GENERAL MEETINGS

The Didsbury Preschool Society is a Licensed, Registered Not for Profit Organization that requires an Executive Board of Members. The Executive Board requires the following positions to be held: President, Vice-President, Secretary, Treasurer, Field-trip Coordinator, Fundraising Coordinator, Telephone Tree Coordinator, Phone Tree Contacts and Parent Rep.

*For more information on positions see page 15.*

By Society Requirements we must have a Parent Executive Board. If you are interested in helping out, by holding one of the positions and serving on the board please fill out a volunteer form. The director with just cause and support of either current or present volunteer board, may decline or remove any volunteer from serving as a board member at anytime either before or during any term.

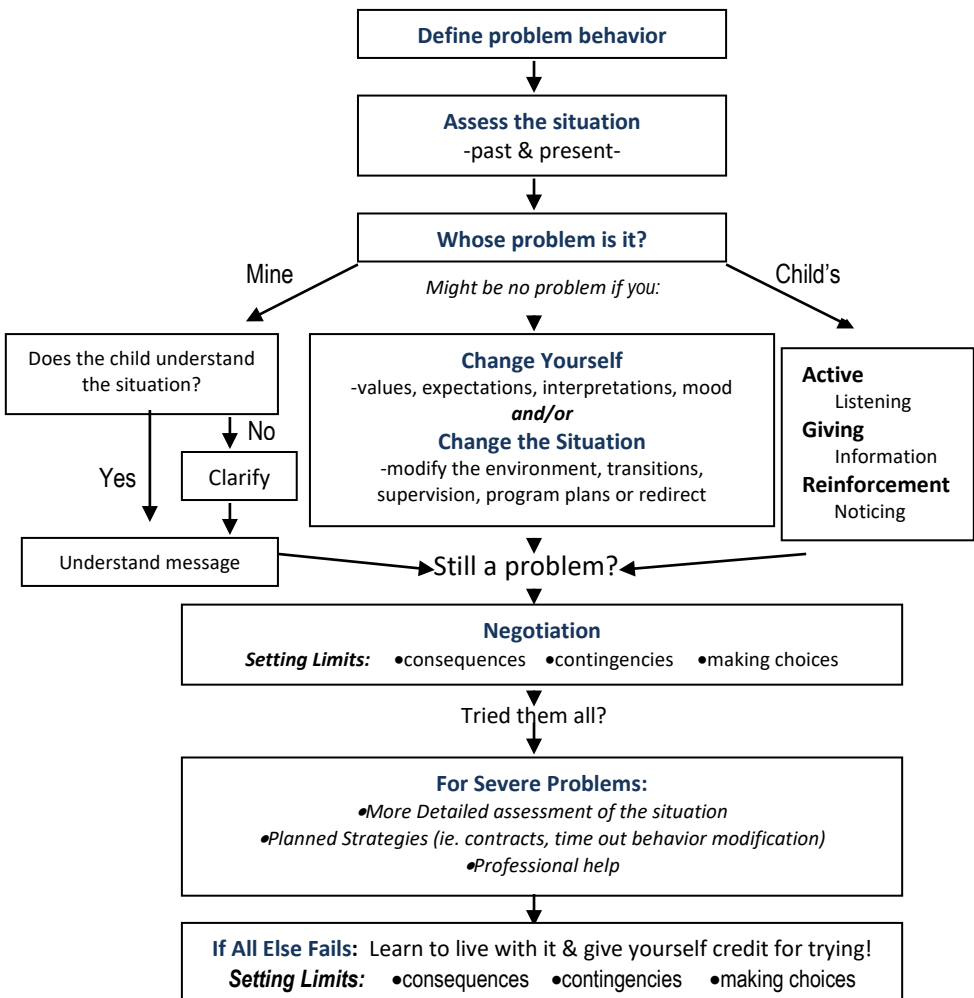
The Executive Board meets monthly during the first week of each month, at 7:00 p.m. This is to administer and update the operation of the school and to table events or concerns of the school. All parents are welcome and encouraged to attend these meetings. Your input to the program is very important to the continued success of the school. We need 5 people to make a quorum. (To adapt votes.) Please attend if you can and help, by voting on changes and policies to make our school a better place to be.

# DISCIPLINE POLICY

Our discipline policy is one of prevention. Our teacher uses a problem solving technique that encourages the children to become more responsible for their behavior instead of relying on adult intervention. This has had great success teaching children mutual respect for their peers and adults. Any child disciplinary action taken will be reasonable in the circumstance, no physical or verbal punishment, no physical degradation or emotional deprivation will be tolerated. We will not nor permit the denial or threaten the denial of any basic need. We will not nor permit the use of any form of physical restraint, confinement or isolation of any child.

See problem solving flowchart below!

## PROBLEM SOLVING CHART



2018-2019

## Board Members Names & Phone Numbers



School Phone Number #403-335-8818

[www.didsburypreschool.ca](http://www.didsburypreschool.ca) email: [didsburypreschoolsociety@gmail.com](mailto:didsburypreschoolsociety@gmail.com)

BOARD POSITION	NAME	PHONE #
PARENT REP	KARA	587-229-2727
PARENT REP	KIM	403-819-3065
PRESIDENT	RALENE	403-507-5300
PAST PRESIDENT	JACQUELINE	403-335-3199
VICE PRESIDENT	BRITTANY	587-876-3630
TREASURER	CHRISTIE	403-507-5462
SECRETARY	SHANNA	403-586-3562
FIELDTRIP COORDINATOR	JESSICA	403-586-2884
MON/WED A.M. PHONE	RANDI	403-518-5462
MON/WED P.M. PHONE	KRYSTAL	403-518-7083
TUES/THURS A.M. PHONE	JACQUE	403-335-3199
TUES/THURS P.M. PHONE	STEPHANIE	403-966-4004
<b>FUNDRAISING TEAM</b>		
COORDINATOR	ALYSSA	780-868-3501
COMMITTEE	ASHLEY	403-689-2401
COMMITTEE	MICHELLE	403-586-4951
COMMITTEE	JENNIFER	403-518-7095
COMMITTEE	KRYSTAL	403-518-7083
<b>LINEN RENTALS</b>		
40 BLACK TABLE CLOTHS ~ 140 BLACK STRETCH CHAIR COVERS BRITTANY ~ 587-876-3630		

*New Board Members are always welcome and appreciated. New members support new ideas, new perspectives and new enhancements to the preschool program!*

## EXECUTIVE BOARD POSITIONS

Each year we are required to have an executive board of volunteers to maintain our "Society Status". The board members are "you" the parents with the teacher as the Coordinator and yearly standing member. We are required to have the following position members on our board:

**PRESIDENT:** Helps the Teacher/School Coordinator with the daily operations of the Didsbury Preschool, including: setting up and operating board meetings, preparing funding applications and attending funding meetings (2/year),

**VICE-PRESIDENT:** Fills in for and assists the President & Teacher/School Coordinator with the daily operations of the Didsbury Preschool.

**SECRETARY:** Takes and records all meeting notes and helps with all paper work including grants, funding and other such correspondences, where required. Date and distribute monthly Scholastic book orders.

**TREASURER:** Keeps daily books, applies for grants & funding, does deposits and pays bills and presents a balanced budget at each meeting etc. This is not a voted in board position.

**PHONE CONTACTS:** Coordinates and initializes short notice phone calls to families in their child's class for school closures, field trips etc.

**FIELDTRIP COORDINATOR:** Coordinates monthly fieldtrips, to businesses and places in our community for all classes as well as plans the Christmas and Year-end Celebration parties.

**FUNDRAISING COORDINATOR:** Helps with and is in charge of all fundraisers and explores fundraising ideas for the success of our program.

**FUNDRAISING COMMITTEE:** Helps with all fundraisers and explores fundraising ideas for the success of our program.

**PARENT REP:** Acts as a liaison between families and board/teacher in decision making. If a problem or concerns arise or you have any questions regarding the policies or operations, etc., of the preschool:

**You must contact your Parent Representative first.** He/she (*the Parent Rep*) will in return bring all questions/concerns to the board at our regularly scheduled monthly meeting or in serious situations call an emergency meeting.

**ALL PARENTS ARE WELCOME TO AND ENCOURAGED TO ATTEND MEETINGS TO HELP BRAINSTORM IDEAS THAT MAY MAKE OUR SCHOOL A BETTER PROGRAM FOR YEARS TO COME! NEW IDEAS ARE A GREAT ADDITION AND FRESH OUTLOOKS ARE ALWAYS A HUGE HELP! THE FIRST WEEK OF EACH MONTH 7PM**



**Special Thank you to Kathleen Windsor –  
Windsor Graphics  
A huge supporter of the Didsbury Preschool  
for many, many years.**

**NOTES**

